



BENSALEM TOWNSHIP

Building and Planning Department
2400 Byberry Road • Bensalem, PA 19020
Office 215-633-3644 • Fax 215-633-3753

APPLICATION FOR SIGN PERMIT

Permit #: _____

Fee: \$ _____

SUBMIT APPLICATION AND PLANS ON DISC OR VIA EMAIL AT permitcenter@bensalempa.gov

ALL PLANS ARE REQUIRED TO BE SIGNED & SEALED BY A PENNSYLVANIA LICENSED DESIGN PROFESSIONAL

GENERAL

- ☐ NEW SIGN ☐ REFACING EXISTING SIGN ☐ REPAIR EXISTING SIGN
☐ PERMANENT ☐ TEMPORARY

NUMBER OF ALL SIGNS PRESENTLY ON PROPERTY:

Wall:	_____	Freestanding:	_____	Roof:	_____
Fascia:	_____	Projecting:	_____	Window:	_____

PROPOSED SIGN TYPE

Check All
That Apply

- ☐ Freestanding ☐ Fascia ☐ Outdoor Billboard ☐ Wall ☐ Window
☐ Projecting ☐ Canopy ☐ Combination Sign _____
☐ Overhead/Banner _____
(describe)

PROPOSED SIGN INFORMATION

Location of Sign

Street No. and Name _____

Tax Parcel No. _____

Minimum Setbacks Required by Ordinance (shown in ft)

Front _____ Rear _____ Right Side _____ Left Side _____

Sign Dimensions: _____ (height) X _____ (width) = _____ Sq Ft

Sign Material(s): _____

Method of attachment: _____

Illumination ☐ None ☐ Electrical ☐ Incandescent ☐ Fluorescent ☐ Neon

SIGN TYPE(s)

Projecting/Canopy:

Projecting from wall _____ inches
Lot frontage _____ feet
Setback (from centerline of road) _____ feet
Vertical clearance from walkway _____ feet
Height of Sign _____ feet

Freestanding:

Lot Frontage _____ feet
Setback (from centerline of road) _____ feet
Height of Sign (feet from natural ground level) _____ feet
Distance from end of Building _____ feet

Fascia:

Projecting from wall _____ feet
Height above Building _____ feet
Height clearance from Sidewalk _____ feet
Distance from end of Building _____ feet

Window:

Total Area of Window _____ Sq ft
Total Area of Sign _____ Sq ft

Wall:

Total Area of Sign _____ Sq ft
Total Area of Wall _____ Sq ft

PAGE II	<i>Bensalem Township Application for Sign Permit</i>	Permit #	
OVERHEAD & BANNER SIGNS	<p>The applicant assumes full responsibility for erecting, maintaining and removing the banner or sign and all liability for damages occurring to any persons or property resulting from any act or omission associated with the banner or sign.</p> <p style="text-align: center;"> <input type="checkbox"/> Sign <input type="checkbox"/> Banner _____ (Authorized Signature Assuming Responsibility) </p> <p>Message on sign or banner: _____</p> <p>_____</p> <p>State Route: _____ Segment: _____ Offset: _____ Size (length & width): _____</p> <p>Vertical Clearance Above Roadway (minimum 17'5"): _____</p> <p>Install Date: _____ Remove Date: _____</p>		
ADDITIONAL INFORMATION	<ul style="list-style-type: none"> All requested information is required to be filed at the time of application. Incomplete applications will not be processed. All new signs require a building permit. Sub-division and development signs shall not be erected more than 60 days prior to start of construction and shall be removed when construction is complete. <p>Promotional, special event, seasonal sales, etc. signs may be erected for a period not to exceed 15 days and require Zoning Officer approval.</p>		
PLAN REQUIREMENTS	<p>Two copies of detailed plans and specifications for the proposed sign must accompany this application. These must be signed and sealed by a PA licensed architect or engineer. These plans must detail existing conditions on the site including existing signs, buildings, parking areas, driveways, streets and all ultimate rights-of-way. Also include the location of the nearest freestanding, roof, fascia, projecting or outdoor advertising (BILLBOARD) signs to the proposed sign.</p> <ul style="list-style-type: none"> <i>Wall Sign</i> – the dimensions of the wall surface of the building to which it will be attached and the location where sign will be attached. <i>Free-Standing Sign</i> – the setbacks from property lines, buildings, driveways and edge of improved road or curb (shown on a plot plan). A plot plan, signed and sealed by a PA licensed architect or engineer is required. <i>Outdoor Advertising Billboard</i> – designate double or single face design as well as a description of the plant material to be planted adjacent to the sign as required by ordinance. The materials, finish, and the construction including loads (wind & seismic), stresses, anchorage, any illumination, and the fail-safe provisions for animated devices (if any). 		

Contact Information	Property Owner's Name <small>(type or print)</small>	Applicant's Signature <small>(if other than owner)</small>	Contractor <small>(if other than Applicant)</small>
Name			
Address			
Phone			
License #			
Email Address			
APPROVALS			
	NAME	TITLE	DATE
<input type="checkbox"/> YES <input type="checkbox"/> NO		<i>Zoning Officer</i>	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<i>Building Inspector</i>	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<i>Electrical Inspector</i>	

FOR B&P USE ONLY	Check #	Amount: \$	
UCC-5	Township of Bensalem		Dept. of Building & Planning